

**CALIFORNIA STATE SENATE**  
**JOB ANNOUNCEMENT**  
**CONSULTANT, SENATE OFFICE OF RESEARCH**

**DESCRIPTION:** The Consultant position at the Senate Office of Research performs general duties related to these main functions of the office: 1) assist the Rules Committee in its consideration of gubernatorial appointees for Senate confirmation; 2) respond to policy research requests from Senators and their staff; 3) track federal issues; and 4) serve as a liaison between the Senate and the academic community. Consultants are assigned to specialize in certain issue areas.

This job announcement is for a Consultant to cover the following areas: **K-12 education, early childhood education, and other areas that may be assigned.**

**DUTIES:** This Consultant position has the following duties in the issue areas identified above:

- Develop and track oversight issues related to executive branch entities
- Prepare briefing materials related to gubernatorial appointees
- Respond to policy research requests; write reports, memos and briefing papers
- Maintain collaborative relationships with and provide ongoing support to Senate committee and personal staff
- Track federal changes and proposals
- Stay abreast of relevant policy and academic research

**REQUIRED SKILLS:**

- Expertise preferred, but not essential, in the following policy areas: **K-12 education and early childhood education**
- Excellent writing skills
- Ability to work quickly and efficiently under changing deadlines
- Strong interpersonal skills
- Strong research skills
- Knowledge of the legislative process is preferred but not essential

**EDUCATION:**

- Bachelor's degree

**PAY RANGE & FILING DATE:**

Salary for the Consultant position starts at \$5,628 per month. Prior compensation will be considered. Filing Date: Until filled

**SUBMIT COVER LETTER & RESUME TO:**

Jody Martin at [Jody.Martin@sen.ca.gov](mailto:Jody.Martin@sen.ca.gov)

Submittals can be confidential upon request